

Commission on Congressional Mailing Standards
U.S. House of Representatives

1216 Longworth House Office Building
Washington, DC 20515-6230
(202) 225-9337

March 30, 2007

1st QUARTER MASS MAIL REPORT DUE APRIL 16th

Dear Colleague:

Public Law 104-197 (2 U.S.C. 59(h)) requires that there shall be published in the Quarterly Statement of Disbursements of the House of Representatives a summary tabulation setting forth, for the office of each Member, the total number of pieces of mass mail mailed during the quarter and the total cost of those mass mailings. Each such tabulation must also include the total cost and the total number of pieces divided by the number (as determined by the Postmaster General) of postal delivery stops (other than business delivery stops) in the congressional district from which the Member was elected.

To insure compliance with this requirement, every Member must file a Mass Mail Report at the close of each calendar quarter. This report must be filed with the Office of Financial Solutions, Financial Counseling Department, (Finance Office) within 2 weeks of the close of the reporting period. ***NOTE: THE REPORT MUST BE FILED EVEN IF YOU DID NOT MAIL ANY MASS MAILINGS DURING THE REPORTING PERIOD.***

**THE REPORT FOR THE 1ST QUARTER OF 2007 (JANUARY 3, 2007 THROUGH MARCH 31, 2007)
is due on
APRIL 16TH, 2007.**

For your convenience a copy of the Mass Mail Reporting Form is printed on the reverse side. The form is also available on HouseNet at:

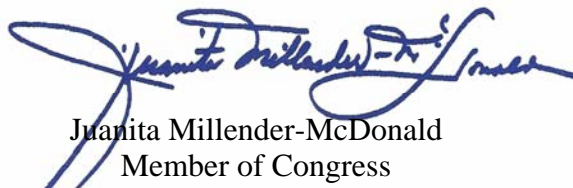
<http://cha.house.gov/docs/quarterlymassmailform.pdf>

or, upon request, from the Finance Office at x57474.

Please submit your completed report form to the Finance Office (263 CHOB) by close of business on Monday, April 16th.

If you have any questions regarding the preparation of your report, please contact the Franking Commission majority staff at x57666 or minority staff at x60647.

Sincerely yours,



Juanita Millender-McDonald
Member of Congress

QUARTERLY MASS MAIL REPORTING FORM

Please submit your completed form to the Finance Office, 263 Cannon House Office Building

The U.S. House of Representatives (House) is required to publish in the quarterly Statement of Disbursements of the House a summary tabulation setting forth for the office of each Member of the House (Member) the total number of pieces of mass mail mailed during the corresponding quarter, the total cost of those mass mailings, and the average cost and number of pieces per Private Delivery Stop (PDS) in the Member's district. [2 U.S.C. 59(h)]. To fulfill this requirement, each Member is required to file a Quarterly Mass Mail Report at the close of each calendar quarter, stating the total number of pieces of mass mail and the total cost of such mass mailings mailed under the Member's congressional frank during the quarter.

This report must be filed with the Finance Office within 2 weeks after the close of the quarterly reporting period.

Note: The *Statement of Disbursements* will also include a list of those Members who fail to comply with this reporting requirement.

Member's Name (please print or type)		State	District	Office Mail Account Number
2007	1st Quarter	January 3, 2007 – March, 2007		
Year	Calendar Quarter	Reporting Period		
	Description of Mail Piece¹	Date(s) of Mass Mailing	Number of Pieces Mailed	Costs
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Totals				

Member's signature

Date

¹For example: Letter, Newsletter, Meeting Notice Postcard, etc.